



Report to the Auburn City Council

Action Item
Agenda Item No. **13**

[Signature]
City Manager Approval

To: Mayor and City Council Members
From: Bernie Schroeder, Director of Public Works *BS*
By: Carie Huff, P.E., Associate Civil Engineer *CH*
Date: January 14, 2013
Subject: City of Auburn ADA Transition Plan – Consultant Agreement

The Issue

Shall the City Council approve a consultant agreement with VANIR Construction Management, Inc. to complete the first phase of the City's ADA Transition Plan?

Conclusion and Recommendation

Staff recommends that the City Council, by **RESOLUTION**, authorize the Director of Public Works to execute a consultant agreement with VANIR Construction Management for Phase I of the City of Auburn's ADA Transition Plan in an amount not to exceed \$37,032.

Background

The Americans with Disabilities Act (ADA) originally passed on July 26, 1990 as Public Law 101-336 (42 U.S.C. Sec. 12101 et seq.), became effective on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA required state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities (buildings and sidewalks, etc.).

In order for the City of Auburn to be compliant with Title II of the ADA, the City is required to implement an ADA Transition Plan for City buildings and rights-of-way (streets, sidewalks, parks and parking lots). On July 9, 2012 City Council directed staff to generate a Request for Proposals (RFP) delineating the requirements of the ADA Transition Plan. Proposals were due in early August and the City received proposals from three firms. Interviews were subsequently conducted of the three firms:

1. VANIR Construction Management out of Sacramento
2. SZS Consulting out of Rancho Cordova
3. Sally Swanson Architects out of San Francisco

While all three firms demonstrated extensive knowledge and experience with ADA Transition Plans, City staff believes that VANIR Construction Management would be the best fit for Phase I of the City's ADA Transition Plan. VANIR proposed a phased approach to the project in order to prioritize City facilities based on the highest use/public exposure. Phase I of the ADA Transition Plan includes research and self-evaluation, public outreach, software customization, field surveys and evaluation and data recommendations. The phased approach would assist with funding availability

as well. VANIR proposes to train City employees on key ADA components and also assist with the compilation of background information. Phase II of the ADA Transition Plan would occur once Phase I is completed and funding is available. Phase II of the ADA Transition Plan includes research on the remaining City facilities and right-of-way, field surveys to verify as-built information and dimensions, evaluation of the data and staff training. The ADA Transition Plan is intended to be a "living" document with updates occurring as projects are completed.

Alternatives Available to Council; Implications of Alternatives

1. Proceed with staff recommendation.
2. Do not proceed with staff recommendation.

Fiscal Impact

The 2012/2013 budget allocated \$27,000 for the ADA Transition Plan. An additional \$8,008 is available via a safety/ADA grant from Northern California Cities Self Insurance Fund (NCCSIF) bringing the total to \$35,008. The proposal from VANIR Construction Management proposes \$37,032 for Phase I of the ADA Transition Plan. The additional \$2,024 would be allocated from general fund reserves.

Attachments:

VANIR Construction Management Scope of Work/Schedule
Resolution

CITY OF AUBURN TRANSITION PLAN APPROACH

Vanir has reviewed the proposed scope of the project included in the RFP. We propose the following approach, which divides the work into two phases. Phase I includes the buildings and facilities that we propose to assess this fiscal year. Phase II would be completed in subsequent years, as budget allows. Some movement of facilities between phases is expected.

ADA ASSESSMENT PROCESS

The Vanir ADA Assessment process utilizes our proprietary computer-based tablet software developed specifically for use in government facilities and is thus well-suited for the City of Auburn Transition Plan.

The process has six steps which will be tailored for the City of Auburn's Transition Plan.

PHASE 1

Task 1. Research

Vanir's Project Manager, Michelle Davis, will meet with appropriate City of Auburn staff and management to determine the specific assessment needs and status of accessibility compliance efforts. Since Michelle is familiar with Auburn's buildings and facilities, she has prioritized the facilities based on use and risk for our proposed schedule. Her recommendations are the basis of our proposal, and we expect to refine the project further after meeting with city staff. Relevant planned projects, existing drawings and documents will be reviewed for coordination and use in the efforts.

Task 2. Public Outreach

Vanir will assist Auburn's staff in developing a process to include the general public. We will reach out to groups such as Placer Independent Resource Services, Seniors First, and other interested groups, to help identify issues that are not readily apparent with just a facility survey and discuss solutions. Vanir will assist city staff in developing materials and tracking responses and concerns. Our Project Manager, Michelle Davis, will attend community workshops to identify the citizens' concerns and educate the public. Once the City of Auburn Transition Plan is complete, she will assist in presenting the Plan to the public.

Task 3. Tailor the ADA Software for the City of Auburn Assessment

The greatest challenge to perform an efficient ADA assessment in a large area is one of information management. The volumes of ADA compliance information (1991 ADA, 2010 ADA, 2010 CBC) must be managed in a way to provide access to the right information at the right time.



VANIR

The Vanir software has been developed with pre-loaded requirements of the three independent standards (1991 ADA, 2010 ADA, 2010 CBC) and has been set up in a manner to provide a checklist query that is typically room-dependent and element-dependent.

When our surveyor enters a given room name (City Hall Women's Public Toilet Room for example) into the tablet, pre-loaded elements populate the room (Toilet, Lavatory, Door, etc).

Each element is then 'opened' and has pre-populated queries to guide the surveyor through the requirements for that particular element. When the surveyor opens the 'Toilet' element, there is a list of specific questions that require input regarding toilet seat height, distance to side-wall etc. Photos are automatically linked to either the room or the element, as the assessor deems best. Capturing the data in this manner allows for unparalleled consistency, which means a more accurate, and more defensible report.

The software automatically determines compliance with each of the three standards. Non-conforming elements and features are flagged for further review and recommendation.

Element Inventory Reqs		Element Inventory Photos	
<input type="checkbox"/> Edit	2010 CBC	1991 ADA	2010 ADA
	Element Requirement	Yes/No	Not App
			Numeric Value
Element Inventory Reqs		Element Inventory Photos	
Name		Thumbnail	
MCSP_FacilityB_BuildingGynasiumB1_RoomShower256_CH1_1.jpg			
MCSP_FacilityB_BuildingGynasiumB1_RoomShower256_CH1_2.jpg			

Simplicity: This allows the surveyors to move from one room to another, take measurements and pictures, and instantly have the data analyzed and permanently stored in the computer tablet, ready to be uploaded and shared. The simplicity of the process allows the survey teams to work quickly and efficiently.

Accuracy: The tablet database has the capability of on the fly customization. If a room contains an unexpected element, the assessment team can add it quickly. All the requirements are loaded automatically, ensuring that the right data is collected every time.

Tailoring: The software will be modified to pre-load project specific rooms and elements. For example, if the preliminary research has indicated that a specific room type is common in the Auburn facilities, but is not currently available on the tablet, the Vanir team will have that particular room type entered ahead of time, to make the job-site surveyors more efficient and effective. Managing the data to provide the right information at the right time.

Sharing: The information contained in our proprietary database can be easily exported to Microsoft Excel or other software to provide real time information to city staff. The final information will be provided to the City of Auburn for their future use.

Task 4. Barrier Assessment Field Surveys

The Vanir survey teams are comprised of two-person teams that work together to collect the survey data using a number of tools including the tablet, tape measures, templates, levels and clipboards. For Auburn's survey, we have selected another local, Dave King since he is also familiar with the buildings and facilities.

Our survey teams have a standard procedure they follow to ensure that all the needed data is collected as efficiently as possible. The survey teams will assign each building a name and number, then room names and numbers within the buildings, and begin their survey. Typically, they photograph the room first, , and account for each 'Element' that is encountered. The survey team will discuss the operational procedures with the city staff to determine the most appropriate access compliance standards, and any alternate means of compliance that are being used. As the teams complete space, they record on an associated floor plan any deviations, or note other information that is better shown on the drawings.

The survey teams are trained to record the information in an impartial manner, without 'pushing' the outcome in any direction. The integrity of the process is maintained by a strictly impartial position of the survey teams.

Task 5. Evaluation of Data and Recommendations

Back at the office, the data is uploaded to a main server and is evaluated for consistency and completeness. The ADA compliance status is broken down into three categories:

1. 1991 ADA compliance
2. 2010 ADA compliance
3. 2010 CBC compliance

Michelle, Dave, and Ron will then review the data and develop recommendations based on criteria as developed by city staff. Recommendations will be vetted for reasonableness, cost and effectiveness. Ultimately your priority rankings will be assigned and submitted to you as part of the final Access Compliance Assessment Report (ACAR).

Final Transition Plan Report and Recommendations

The report and recommendations will serve as the guiding document that establishes what Corrective Measures (CM) are needed for compliance with the guidelines. When noting areas for corrections, the use of floor plans and actual representative photos will be used as much as possible, and sites will be keyed to an overall map of Auburn, using Autocad. When responding to operations, any representative City Policies and Procedures will be referenced. The report will prioritize the CM's into priority levels as agreed with city staff members. Michelle Davis will present both the draft and the final reports to the City council.

Cost Estimate

Each CM will be listed and accompanied by a cost estimate where appropriate. The cost estimate will be based on the report recommendations to correct the inadequacy including: material, labor, overhead and profit, escalation, market factor, general conditions, contingency, etc. We have comprehensive in house estimating services as well as constructability review experts to evaluate solutions to problems and provide real time cost analysis. The cost estimate will be provided in the final report.

PHASE II

Task 6. Staff Training

Vanir will develop training for Auburn City staff members based on the Department of Justice's Guide for Small Towns, the Access Board's many publications, including the local government website recommendations, and Michelle Davis' personal knowledge of Auburn. City staff can be a key component in saving the city time and money, both with the Transition Plan assessment and in years to come. We will work with city management to identify staff capabilities and develop the best education and training plan that can address Auburn's needs. Options for training may include seminars, assessment workshops, compilation of a resource directory and written materials, and the process for monitoring and updating the Transition Plan. After training is complete, Vanir will work with the City of Auburn management to determine the appropriate level of involvement city staff will have in the actual assessment work.

Task 7. Repeat Steps 3 through 5 above for the remaining facilities. Update the Transition Plan to include the new data and recommendations.

[illegible]

VANIR

AUBURN ASSESSMENT BREAKDOWN

Initial Prioritization of City of Auburn Facilities; Vanir Proposal

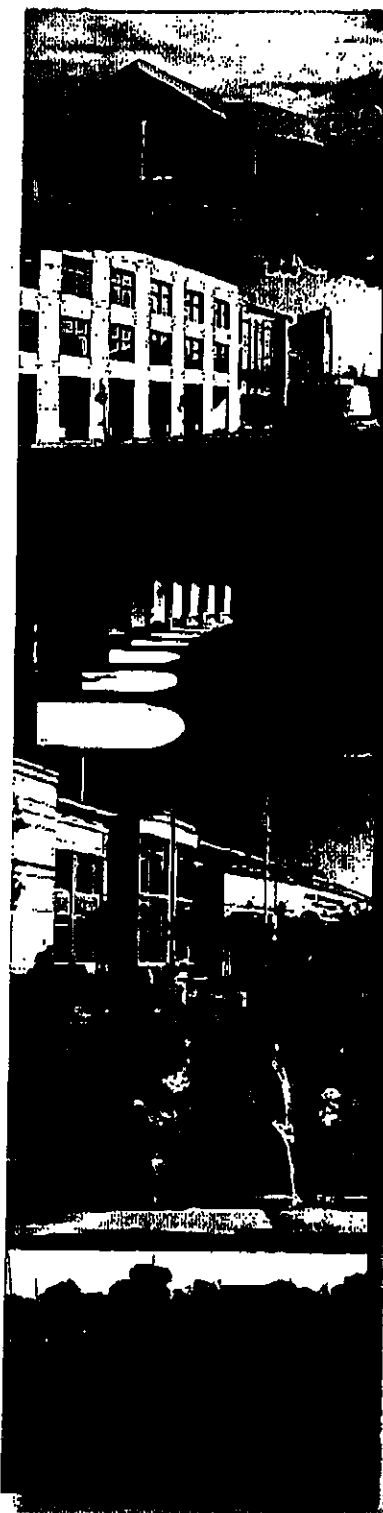
Facility	Initial Priority Level	Estimated Survey Hours
PROPOSED PHASE 1; Initial Field Surveys ^(Note 2)		
Auburn City Hall	High - 1	8
Airport - Terminal Buildings	High - 1	16
Multi-Modal Station	High - 1	3
Old Town Public Restrooms	High - 1	2
City Hall Parking Lot	High - 1	1.5
Old Town Parking Lot	High - 1	1.5
High St. Parking Lot	High - 1	1
Blocker Drive Parking Lot	High - 1	3
Phase 1; High -1 Subtotal:		36
PROPOSED PHASE 2; Subsequent Field Surveys ^(Note 2)		
Auburn Police Department	High -2	4
Old City Hall	High -2	6
Jury Parking Lot	High -2	3
Downtown Parking Lot (Lincoln)	High -2	1
Downtown Parking Lot (High St)	High -2	1
5 city buses	High -2	4
14 bus shelters ^(Note 1)	High -2	3.5
65 miles of public streets/sidewalks ^(Note 1)	High -2	65
1- prep. maps and assessment mtrls		24
16 bus stops ^(Note 1)	Medium	3
Maidu Fire Station	High/Medium	4
City Parking Lot (974 Lincoln)	High/Medium	1.5
High/Medium Subtotal:		120
Carnegie Library	Medium	2
Gietzen Fire Station	Medium	3
Martin Park Fire Station	Medium	3
School Park Preserve (includes parking)	Medium	3
Herschel Young Park	Medium	0.5
Bicentennial Park	Medium	2
Clock Tower Park	Medium	1.5
Tennis Way Alley	Medium	0.5
Downtown Parking Lot (Magnolia)	Medium	1
Downtown Parking Lot (East Placer St.)	Medium	1
Medium Subtotal:		17.5
El Dorado St. Firehouse	Low	1
Old Town Firehouse	Low	1
Low Subtotal:		2
Inefficiency, travel between City Facilities:		8.5
Phase 2; Remaining Subtotal:		148
TOTAL:		175.5
Not Included in Phase(s) for Assessment; TBD ^(Note 2)		
Corporation Yard	not needed	0
Wastewater Treatment Plant	not needed	0

Note 1: Sidewalks, bus shelters, stops to be assessed concurrently for efficiency

Note 2: Priorities and work within Phases to be re-evaluated and confirmed with City staff in Step 1

City of Auburn
ADA Transition Plan

SCHEDULE



PG-1021, 08/08/12

PHASE 1	
ITEM	DELIVERABLES AND TIMELINE
TASK 1	Meet with city staff to firm up priorities, schedules, and procedures. Identify and obtain all necessary documents and materials to conduct the audit process and survey. <i>February 4-28</i>
TASK 2	Identify and invite the public to help with transition plan. Plan and schedule two community workshops. <i>February 18 - March 30</i>
TASK 3	Tailor Software and conduct on site facilities assessments per agreed upon priorities. <i>April 1-30</i>
TASK 4/5	Evaluate Data Prepare draft transition plan report on assessed facilities, with findings rated by impact. Present to city staff and Council. <i>May 1-31</i> Final report to be prepared after city review.

Work in subsequent phases to be authorized as schedule, priorities, and funding is identified within fiscal years.

PHASE 2	
ITEM	DELIVERABLES AND TIMELINE
TASK 6	Develop and complete city staff training based on city needs and goals. <i>Timeline to be determined</i>
TASK 7	Repeat Tasks 3 through 5 above for remaining city facilities. <i>Timeline to be determined</i>

RESOLUTION NO. 13-

RESOLUTION AUTHORIZING THE CONSULTANT AGREEMENT WITH VANIR
CONSTRUCTION MANAGEMENT FOR PHASE 1 OF THE CITY OF AUBURN'S
ADA TRANSITION PLAN

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

That the City Council of the City of Auburn does hereby authorize the
Director of Public Works to execute a consultant agreement with VANIR
Construction Management for Phase I of the City of Auburn's ADA Transition
Plan subject to approval of form by the City Attorney in amount not to exceed
\$37,032.

A true and correct copy of said Consultant Agreement is attached hereto as
Exhibit "A."

DATED: January 14, 2013

Kevin Hanley, Mayor

ATTEST:

Stephanie L. Snyder, City Clerk

I, Stephanie L. Snyder, City Clerk of the City of Auburn, hereby certify
that the foregoing resolution was duly passed at a regular session meeting of
the City Council of the City of Auburn held on the 14th day of January, 2013
by the following vote on roll call:

Ayes:
Noes:
Absent:

Stephanie L. Snyder, City Clerk

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